



## **Responsibilities of all Board Directors**

- Understand and be committed to the aims and objectives of the organisation.
- Responsible for developing the Scottish Rowing Strategy and setting the strategic objectives for the organisation.
- Act at all times in the best interests of the organisation.
- Ensure that the organisation acts at all times in line with its constitution and all other legal or funders requirements.
- Be aware of and comply with the legal requirements of the duties of a Director as set out by the Companies Act 2016
- Work with other Board members to ensure the Board is an effective body acting in the interests of the organisation and its beneficiaries.
- Attend meetings on a regular basis and read all the papers, contribute to the discussions and make decisions.
- Ensure that all the information and reports needed to make sound decisions are received and that these are read and understood.
- Take advice from other sources including legal and financial advice where this is necessary and where the Board does not have the required expertise.
- Keep informed on issues which affect the organisation and to promote the organisation externally.
- Comply with and promote the organisation's policies
- Declare any conflicts of interest as soon as they are known.

## President

The President will provide leadership and direction and coordinate all activities of Scottish Rowing in accordance with the goals and objectives of the organisation.

### Key Responsibilities

In addition to the general duties and responsibilities of a Director, the President will:

- Lead the Board, ensuring that Directors are recruited, inducted and receive appropriate training
- Ensure that the Board operates as a team
- Lead and promote the performance management of the Board
- Line manage the Chief Operating Officer
- Ensure that the Board is effective in its tasks of setting and implementing the Scottish Rowing Strategic Plan.
- Act as Scottish Rowing lead representative, promoting Scottish Rowing's aims, policies and achievements to the outside world.
- Chair General and Board meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions.
- Ensure that agendas are set and meetings called in line with the Scottish Rowing constitutive documents.
- Sit on panels e.g. disciplinary panels, recruitment panels as required.
- Ensure that there is a suitably qualified person to serve as either the Home Nations Director on the Board of British Rowing or as the representative on the British Rowing Audit and Risk Committee, such posts being reserved for Scottish Rowing and Welsh Rowing alternately in accordance with the terms of the British Rowing articles of association.
- Serve ex officio as a member of sub-committees and attend their meetings when invited.

### Person specification

- An understanding of the sport of rowing in Scotland.
- Experience of volunteer management, supervision and appraisal is desirable.
- Confidence and experience in chairing meetings.
- Experience of operating at a senior level in a strategic capacity.
- Sound working knowledge of sport and the public and private sectors.
- Ability to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage a relationship with other Board Members.

# Scottish Rowing Roles of Directors

- Experience as a Director, Trustee or Committee Member in a commercial, voluntary or public sector context is desirable

## **Director (Sport Development)**

The Director (Sports Development) will provide leadership and direction in relation to developing the sport in accordance with the goals and objectives of Scottish Rowing.

### **Key Responsibilities**

In addition to the general duties and responsibilities of a Director, the Director (Sport Development) will:

- Oversee the delivery of the aims and objectives of the Scottish Rowing Strategic Plan in relation to sports development.
- Chair such sub-committees of the Board as are deemed necessary and appropriate.
- Present a periodic report to the Board on current activities.

### **Person specification**

- Knowledge or experience of sport development is desirable.
- Confidence and experience in chairing meetings is desirable.
- Some experience of operating at a senior level in a strategic capacity is desirable
- Ability to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage a relationship with other Board Members.
- Experience as a Director, Trustee or Committee Member in a commercial, voluntary or public sector context is desirable
- Ability to represent Scottish Rowing to external organisations

## Director (Performance)

The Director (Performance) will provide leadership and direction in relation to performance in accordance with the goals and objectives of the Scottish Rowing.

### Key Responsibilities

In addition to the general duties and responsibilities of a Director, the Director (Performance) will:

- Oversee delivery of the aims and objectives of the Scottish Rowing Performance Plan and the Strategic Plan in relation to performance.
- Chair periodic High Performance Group meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all the relevant information for making decisions.
- Oversee the international team management structure.
- Present a written report for all Board meetings on current activities.
- Represent Scottish Rowing at meetings with partner organisations in relation to performance where appropriate

### Person specification

- Wide knowledge of the sport of rowing in Scotland at elite levels and/or some experience of the high-performance environment in sport.
- Confidence and experience in chairing meetings.
- Ability to represent Scottish Rowing to external organisations.
- Some experience of operating at a senior level in a strategic capacity is desirable
- Ability to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage a relationship with other Board Members.
- Experience as a Director, Trustee or Committee Member in a commercial, voluntary or public sector context is desirable.

## Director (Coaching)

The Director (Coaching) will provide leadership and direction in relation to coaching in accordance with the goals and objectives of the Scottish Rowing.

### Key Responsibilities

In addition to the general duties and responsibilities of a Director, the Director (Coaching) will:

- Oversee the delivery of the aims and objectives of the Scottish Rowing Strategic Plan in relation to coaching.
- Chair such sub-committees of the Board as are deemed necessary and appropriate.
- Present a report for all Board meetings on current activities.
- Represent Scottish Rowing at meetings with partner organisations in relation to coaching and coach education where appropriate.

### Person specification

- Knowledge of the sport of rowing and rowing coaching in Scotland at club and elite levels
- Knowledge of the wider concept of coaching pathways and coach education in sport
- Some experience of operating at a senior level in a strategic capacity is desirable.
- Ability to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage a relationship with other Board Members.
- Experience as a Director, Trustee or Committee Member in a commercial, voluntary or public sector context is desirable

## Commercial Director

The Commercial Director will provide leadership and direction in relation to communication and marketing in accordance with the goals and objectives of Scottish Rowing.

### Key Responsibilities:

- Work with the Chief Operating officer of Scottish Rowing to develop a Communication and Marketing plan for Scottish Rowing aligned to the Scottish Rowing Strategic plan;
- Monitor the implementation and delivery of the Communication and Marketing plan;
- Work with the staff of Scottish Rowing to identify and develop potential sponsorship opportunities or other commercial partnerships to support the delivery of the Scottish Rowing strategic plan;
- Work with Scottish Rowing staff to identify opportunities to commercialise Scottish Rowing events;
- Identify opportunities to work more closely with key partners to promote rowing in Scotland;
- Attend industry functions and provide feedback and information to the Board and senior staff on market trends to inform the Scottish Rowing planning process; and
- Contribute as a Director to setting the strategic direction for Scottish Rowing

### Duties Involved

- Form such sub-committees and/or working groups as required.
- Chair all such sub-committee meetings and involve appropriate staff as and when required.
- Liaise regularly with the President, the Chief Operating Officer, the Administrator and other staff as and when required.
- Liaise with external partners where appropriate to promote Scottish Rowing and its member clubs.
- Participate in Board Meetings.

## Finance Director

The Finance Director will provide leadership and direction in relation to communication and marketing in accordance with the goals and objectives of Scottish Rowing.

### Key Responsibilities

In addition to the general duties and responsibilities of a Director, as Finance Director you will act as the Lead for the Board on all financial matters including:

- providing financial input and challenge to strategic planning and decision making;
- confirming that financial information provided to the Board by the business is robust, timely and enables the Directors to understand and manage financial risk to t
- working with the COO and staff where appropriate to provide assurance to the Board that the company is compliant with relevant statutory and regulatory obligations.
- Chairing such sub-committees of the Board as are deemed necessary and appropriate

### Person specification

#### Essential

- Demonstrable finance experience, ideally with a recognised accountancy qualification.
- Knowledge of the financial requirements for small businesses.
- Ability to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage relationships with staff and other Board Members.

#### Desirable

- Experience of operating at a senior level in a strategic capacity.
- Knowledge of the funding structures for sport in Scotland and within the UK.
- Experience as a Director, Trustee or Committee Member in a commercial, charitable or public sector context.